

**MALABAR TOWN COUNCIL WORKSHOP  
OCTOBER 19, 2002 10:00 AM**

This Malabar Town Council Workshop was held at the Town Hall at 2725 Malabar Road. The meeting was called to order at 10:00 am by the Chair, Phillip Crews. The prayer and pledge were led by Mr. Rivet.

ROLL CALL: MAYOR/CHAIR:	PHILIP CREWS
VICE CHAIR:	STEVE RIVET
COUNCIL MEMBERS:	NANCY TINIO-BORTON
	BOBBI MOCCIA
	FRANK BALLOU
CLERK:	SUSAN KABANA

**INTERVIEW OF CANDIDATES FOR TOWN ADMINISTRATOR**

Crews – welcomes everyone and goes over ground rules: If a committee member has questions then write them down and give them to their Council Member. All questions will be relayed to the candidate. Candidates will be interviewed in alphabetical order and the others can wait in conference room. Only Council members will be asking the questions. Council members introduce themselves to Candidate.

**First candidate: Ed Booth**

Booth – Gave brief description of qualifications and what he can bring to the Town: Experienced in Community Services, Economic Development, has Military service, grant experience, is a “people person” and believes in the quality of life i.e. roads, drainage, sewers, police, a park. Strongest asset is pro-active, hands-on and visibility, informs Council.

Booth: (From questions Council asked)

Created Planning Department and Code Enforcement – allowed him to know entire community and what’s going on.

We will write a Master Plan – it’s your community, so lets look in the future and bring Malabar up to the 21<sup>st</sup> Century.

Prioritize work – high visibility on top.

Need interaction between cities and counties (and State if you want grants.)

Familiar with storm water.

Feels there is a unique relationship between Manager and Council, they must have contact on a daily/weekly basis. Must have closeness, trust, openness.

Budget – uses zero base. Whole picture is presented to Council.

Reason for leaving - There was an election and their goals didn’t meet his goals. He can start in 30 days.

Thoughts of Clerk being responsible for budget: Feels Manager should never touch money. He’s responsible for the numbers (process) and the Clerk inputs them.

Knows the area, goal is to work 10 years, retire and stay. Malabar met the requirements. Thinks we have a nice community here.

Feels the Town Administrator must live in the area because you have to be accessible to the public. The administrator is part of the quality of life improvements.

Booth feels that grants are the livelihood of the community, there are never enough resources. You must keep applying for them and interacting with the State.

He is a family man with 3 children. While in military he was sent to manage a military community that was bankrupt, liked it, and decided to continue. City government is reality, this is where it happens.

Regarding resume – didn't list he was in combat.

Salary – he was making \$63,000 but now his living requirements have come down due to children out of college.

#### Second Candidate: Dave Jackubiak

Jackubiak - summarized his work with budgets: Was budget analyst for many years, worked with fund accounting. Performed program based budgets – these show the problems. Can perform cost to service studies.

Comes with background in finance, computers, and telecom. Involved in negotiations for cable and phone franchises.

Regarding his Palm Beach position: Nothing caused him to leave. He notes that he is pursuing a consulting career for a later date. He feels that he is more motivated than what Palm Beach had to offer, he was there for 14 years and now it is time to move on.

He is a busy person with a lot of projects and so along with this position he would keep busy.

Feels effective communication is crucial in any organization. You take every citizen issue seriously and keep the Council informed by e-mail or phone.

Consulting on side – would always make sure his consulting would not interfere with his position here. Then said he wants to ready to consult when he retires.

Experience with grant application process/management – feels grants should be tied in when doing a budget. He worked with and developed a grant program.

Salary - Would negotiate, be flexible. Malabar and area - He did not have time to look but he would consider living here.

Budget – reviewed it, it came in mail yesterday afternoon.

Planning – came from one of oldest and most respected grad programs. Upon graduation, he felt very capable. Worked as a liaison to the Building Department. Not on resume but did work in this area and would feel very confident.

Strong Council - As Administrator he would not always agree with an individual Council (member). He would also present program. Very ethical and honest - certain principles he'd not compromise.

Greatest weakness - Likes to complete whatever he starts, is patient with people but not with those unethical.

Self – interests include music (plays the banjo and guitar) and has worked a diverse career.

Meeting adjourns for lunch at 11:45 a.m. and reconvenes at 2:35 p.m.

#### Third Candidate: Kenneth Knight

To ensure effective communication at all levels – feels strongly that Council members should never be surprised. Would use memo system, develop positive

communication with the media, and attend local citizens groups like K of C and represent the Town.

Budget – has only seen web site info on the budget.

Planning – has updated a comp plan and he performed all the duties because he had no staff to do the work. Started Citizens Advisory Committee. Re: County Coordinator – drafted/worked/passed a utility ordinance.

Financed projects by half-grants/half-loans and obtained 2.5 million in funding.

In administering Malabar the first things to do would be: Get information to Council to make informed decisions. Manager does not interfere with policies of the Board. Observe first, does not micro-manage. Hires competent people for a competent job. No half measures. If it works, don't fix it.

Malabar – in Florida 3 years, likes and knows area. Has family here, no family responsibilities except his Mother at this time. Would stay 3-5 years if treated well.

Grants – applied for grants, created programs, worked with grants diverting storm water and the SFWMD (South Florida Water Management District).

Was the City Planner and managed the Fire Dept but he hasn't been a Fire Chief. Does not have a certificate in Planning but worked closely with those who had.

His role in the budget process would be two-fold: He would revamp budget, and then bring it to Council. Would be affordable.

Plans to interact with surrounding cities and towns, he intends to build strong relationship with all local officials.

Strengths and weaknesses, he is organized and open minded. Weakness - giving people benefit of doubt, may lack tact when dealing with staff.

Deadlines and handling pressure – stresses after the issue, not before.

Background in computer hardware/software – worked for company in Calif. 1994, 1995 left when found its people were over-quoting. Then worked for another company.

Resume - Resigned in December from DeSoto City.

The Administrator should live within area he administers because it brings credibility to himself and the Town by living and working in same community, feels you are insincere if you don't. In the short term he might have to rent.

Natural disaster approach – work with FEMA for funds. Would need Town employees and volunteers to clean up and pull together, also need to listen.

He can start the 2<sup>nd</sup> week in Nov.

#### Fourth Candidate: George McMahon

Came to Malabar because family has lived in Florida, likes location of the Town.

Administrator should live here – if possible.

Has considerable experience in applying for grants for sewer, police, fire FEMA.

Background in planning – was part of Water Management District in 70's. Is familiar with Comprehensive Plan.

Personal strengths for T/A position – finds integrity in all, loves people, and tries to help work out their problems. Has financial strength, must work as a team, treats them like family.

Cost improvements/cost reductions – worked with merit raises, making sure the money was directed where it was intended.

Town budget – knows how to do.

ICMA – goals and objectives were successfully completed with a 5-year program. Your role with the budget process – reviews department head budgets, will bring cohesive workable document to Council.

He can help the Town with drainage, financial management, working together with staff.

Would investigate if taxes should be raised to accomplish more – would work diligently in getting grant money.

He would like this job because – he enjoys the work, knows the State agencies and laws, likes this area.

Reduce crime and pay for the performance system – likes “COPS” – money available for this federal grant program. Set up criteria. Understanding is basis.

He would have job descriptions completed within 5 months.

If hired, the first week on the job he would accomplish defining Council goals for budget year and how it would be accomplished and after that he would meet with department heads and establish goals.

Stress – you have to deal with it.

Effective communication is crucial in any organization, steps would be taken at all levels. Make sure agendas were organized in a format that's understood.

Newsletter gets the word out. Be forthright with media.

On a personal note – he has a very close family, and has held several jobs where politics intervened. Maitland Park was created under his regime. Didn't care for county politics. He dealt with drainage issues in Edgewater. The situation improved because he contracted to put in drains and clean ditches.

His family would like moving here. Not interested in making another step after this. This would be his last job.

Team player qualities include – listening, building trust, and he is what they see. Wants to keep people on track.

Reaction to natural disaster here – make sure the fire department and volunteers were well coordinated with communications. Work with other communities, communications are critical.

Important to live in Malabar because knowing the community is critical. McMahon asks:

McMahon asks what Council sees as major priorities in the next 6 months. Consensus - Drainage and roads.

McMahon asks what is the number of employees? 10.

McMahon asks how's volunteer fire department? Council – our volunteer Fire Department is top notch. We have great response from cities and State, if needed. Largest fire in our history of Malabar was this year.

McMahon asks when was our most recent audit? Council – we are in the middle of it. The General Fund is in good standing. Utility Dept has not been in good standing for more than 2 years. Needs to be closely looked at and evaluated as to what needs to be done.

McMahon asks what are your current cooperative agreements with communities around you, the County and how do you feel about that? Crews - Interlocal agreements mostly with County, some with other cities – we supply water to Palm Bay and they pump from our wells and then we buy water back from them to treat it. Sewage facilities

are from Palm Bay, as well. County provides law enforcement to the Sheriff's Department

McMahon asks what Fund balance is - \$200,000.

McMahon asks are utility rates reasonable? Rivet – they are just like Palm Bays.  
Crews – Issue will be taken up Council meeting on Monday.

**ADJOURNMENT**

Meeting adjourns.

BY:

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Mayor Phil Crews, Chair (on 10/19/02)

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Chairwoman Bobbi Moccia (on 06/16/03)

ATTEST:

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Susan Kabana, CMC  
Town Clerk/Treasurer

DATE:

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